

GETTING YOUR FULL POTENTIAL

CONTINUING EDUCATION & EXTENDED STUDIES

2024 - 2025



[KEYANO.CA/CONED](https://www.keyano.ca/coned)

CONTINUING EDUCATION & EXTENDED STUDIES

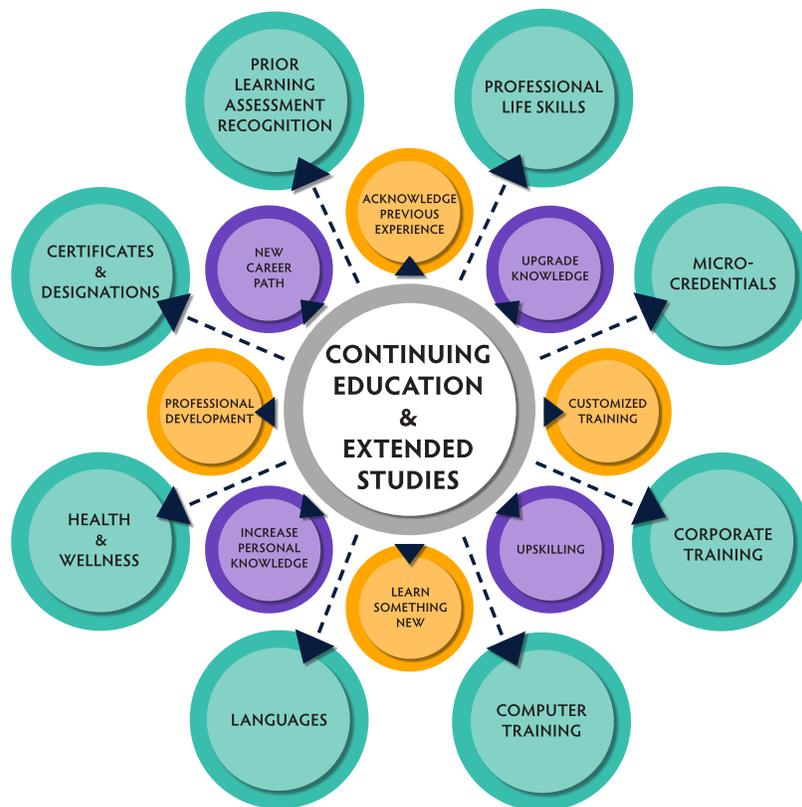
Continuing Education & Extended Studies programming includes micro-credentials, non-credit certifications and designations, Open Education, PLAR, and Corporate Training.

Keyano College Continuing Education & Extended Studies provides opportunities for lifelong learning associated with a specific skill or competency designed to be additional, alternate, or complementary to a development component.

Our instructors are subject matter experts and facilitate courses in a small classroom setting. Students enjoy participating in group discussions throughout the course and learn from the instructor and classmates with dynamic backgrounds.

Keyano offers a range of multi-delivery class options: HyFlex (allowing learners to attend either in person or virtually), online real-time (synchronous), and online anytime (asynchronous) classes, which are available during the daytime, evenings, and weekends. Students can continue learning while working full-time.

- Students must be 18 or older to enroll in Keyano College Continuing Education & Extended Studies courses (unless specified under program information).
- There is no admission requirement/application process to start a non-credit certificate program.
- A seamless registration process with multiple intakes throughout the year.



EXPLORE OUR LEARNING OPPORTUNITIES

- Career Transition Program
- Certificates and Designations
- Corporate Training
- First Aid, Health & Safety Training
- Industrial Equipment and Safety Certifications
- Internationally Educated Nurse Preparation
- Micro-Credentials
- Professional Development
- Spanish

CORPORATE TRAINING

Providing customized training and development solutions so your employees grow with your organization.

Our corporate training courses can be customized to fit your needs. With flexible options, we can work within your timetable to offer accessible courses delivered on-site at your location or one of our campuses.

Interested in putting your staff through one of our pre-existing programs? We can offer cohort training in Trades, Business, Health Services, and more!

The Canada-Alberta Job Grant is an Alberta government funding program offering employers training grants. Employers are eligible for a maximum of \$10,000 per trainee per fiscal year. Keyano's Corporate Training team can create a customized training package for your organization and assist you with the grant application.



Phone: **780-791-4860**

Email: corporatetraining@keyano.ca



ASSET PLANNING & MANAGEMENT CERTIFICATE

The Asset Planning & Management Certificate is designed and developed by oil industry and asset planning experts.

The participants learn the overall aspects of planning, scheduling, supply chain, operations, and methods to maximize resource productivity and craft utilization.

This program is ideal for individuals who want to start or advance their careers in maintenance, asset planning, and scheduling.

Keyano's Asset Planning and Management (APM) program students who complete modules 2, 3, 4 and 6 qualify for PLAR for Maintenance Management Professional program (MMP) module 6. Please refer to page 4 for the MMP program information.

Courses in this certificate include:

- Operations and Reliability Strategy
- Asset Planning
- Asset Scheduling
- Execution, Coordination and Closure
- Supply Chain
- Turnaround Planning
- Asset Project
- Computerized Maintenance Management Systems (Optional)



MAINTENANCE MANAGEMENT PROFESSIONAL CERTIFICATE

CORPORATE TRAINING ONLY



The Maintenance Management Professional (MMP) program is developed and authorized by PEMAC Asset Management Association of Canada.

The participants learn the knowledge to drive improvements in uptime, production capacity, equipment reliability, safety, environmental compliance, the economic life of assets, return on investment, and effective communication between departments.

This program is ideal for individuals who plan to progress their careers in maintenance supervisor and manager roles.

Keyano's Asset Planning and Management (APM) program students who complete modules 2, 3, 4 and 6 qualify for PLAR for Maintenance Management Professional program (MMP) module 6.

Courses in this certificate include:

- An Integrated Strategy for Maintenance Management
- Production and Operations Management for the Maintenance Manager
- Human Resources Management for the Maintenance Manager
- Financial Management for the Maintenance Manager
- Maintenance Strategy Development
- Maintenance Work Management
- Maintenance Information Management
- Capstone Course

Successful completion of the MMP modules 1 and 6 qualify participants for the PEMAC Maintenance Work Management Certificate of Achievement.

Successful completion of MMP module 1 and 5 qualify participants for the PEMAC Maintenance Strategy Development Certificate of Achievement.

MANAGEMENT & SUPERVISION CERTIFICATE

CORPORATE TRAINING ONLY



Keyano College, in partnership with MacEwan University, offers the Management & Supervision Certificate.

The participants gain knowledge and the practical tools to analyze situations, develop strategies, and effectively engage and communicate with their teams.

This program is ideal for supervisors or those planning to be in leadership roles in any industry. We also welcome individuals who want to learn new leadership techniques for personal development.

Students who have completed the Keyano College Project Management Certificate program will earn

credit for the elective: Strategies for Managing Projects. These students can earn their Management and Supervision certificate in six short courses!

Courses in this certificate include:

- Fundamentals of Management and Supervision
- Building an Engaged Workforce
- Managing Priorities and Making Decisions
- Effective Communication Techniques
- Managing Workplace Conflict
- Coaching for Performance
- Elective: Strategies for Managing Projects
- Elective: Hiring for Success



MEDICAL OFFICE ASSISTANT CERTIFICATE

CORPORATE TRAINING ONLY



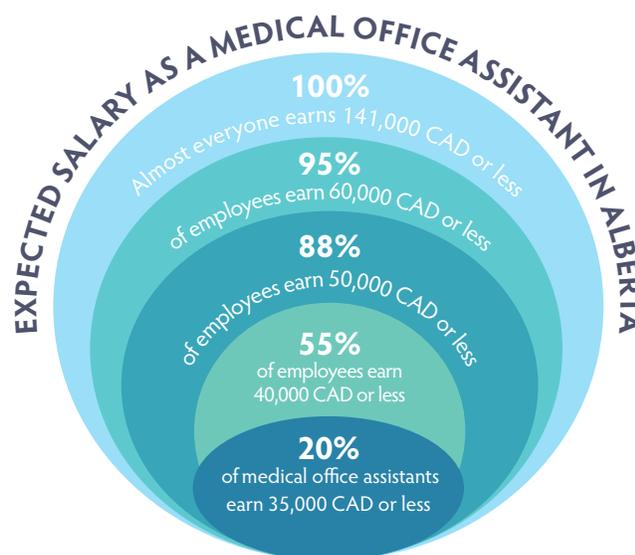
The participants learn fundamental medical knowledge while advancing their customer service, time management and computer skills.

This program empowers participants to perform medical office administrative duties, including maintaining accurate patient records while empathizing with dynamic patient needs.

This program is ideal for individuals looking to start or advance their career in a medical office environment.

Courses in this certificate include:

- Medical Terminology
- Orientation to Canadian Healthcare
- Basic Life Support
- Office Procedures
- Customer Service
- Time Management and Decision Making
- Microsoft 365 Word Level 1



Source: Lightcast

OFFICE CAREER TRAINING CERTIFICATE

CORPORATE TRAINING ONLY



The Office Career Training Certificate teaches participants the skills required in a dynamic office environment. The program motivates learners to develop their fundamental business knowledge and computer skills while enhancing customer service, time management, and critical thinking skills.

Program graduates will increase their office administrative competency and be able to perform clerical tasks efficiently and professionally.

This program is ideal for current administrative assistants who wish to further develop their organizational skills and individuals who want to start working as office support staff.

Courses in this certificate include:

- Business Manners & Etiquette
- Office Procedures
- Customer Service
- Time Management and Decision Making
- Microsoft 365 Excel Level 1
- Microsoft 365 Word Level 1
- Microsoft 365 Outlook Level 1



ONLINE LEARNING

Keyano College understands that life is busy. We offer many certificate programs and professional skills in flexible delivery modes and schedules.

Select courses that interest you and choose a delivery method that fits your learning style.

- Asset Planning & Management Certificate (see page 3)
- Management & Supervision Certificate (see page 4)
- Medical Office Assistant Certificate (see page 5)

- Office Career Training Certificate (see page 5)
- Professional Life Skills (see page 8)
- Project Management Certificate (see page 8)
- Spanish (see page 9)

Additional courses available through our partnered courses, scan QR code below to view.



CANADA-ALBERTA JOB GRANT (CAJG)

The Canada-Alberta Job Grant is an Alberta government funding program offering employers training grants.

Eligible employers contribute at least one-third of the total training costs for existing employees. The government contributes two-thirds of the cost to a maximum of \$10,000 per trainee per fiscal year.

If hiring and training an unemployed Albertan, up to 100% of training costs could be covered, up to \$15,000 per trainee.

GRANT PROCESS

The Canada-Alberta Job Grant program is a two-step process:

Step 1: Employers fill out and submit a CAJG application through Alberta Labour and Immigration's Workforce Grants Portal available at alberta.ca/CAJG.

Step 2: Once the training has ended, employers fill out and submit a Training Completion form to receive payment.

ELIGIBLE EMPLOYERS

The CAJG is available to:

- private sector employers, including sole proprietors and partnerships
- non-profit sector employers
- First Nations and Metis Settlements
- the Agriculture Financial Services Corporation (if in a community with a population of 100,000 or less)
- Alberta Treasury Branches (if in a community with a population of 100,000 or less)

To be eligible, Alberta employers must have current or potential employees who need training to fill current or future positions.



ELIGIBLE TRAINEES

All eligible trainees must live in Alberta. CAJG trainees must be one of the following:

- Canadian citizens
- permanent residents
- protected people under the Immigration and Refugee Protection Act (Canada) who are entitled to work in Canada
- business owners (incorporated, unincorporated, sole-proprietor, partnerships) with 4 or fewer employees, including all owners, are now eligible trainees
- employed family members

Your organization (if eligible) can apply for the Canada Alberta Job Grant toward:

- tuition
- instructional fees
- mandatory student fees
- examination fees
- textbooks
- software
- any other required materials directly relevant to the training

Keyano's Corporate Training team can create a customized training package for your organization and assist you with the grant application.

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PROJECT MANAGEMENT CERTIFICATE



Keyano College, in partnership with MacEwan University, offers a Project Management Certificate.

The participants learn practical project management knowledge, strategies, and skills to manage projects through their life cycle. The program also allows learners to develop project budgeting and strategic planning skills while discovering how to motivate their teams, delegate tasks, and communicate with stakeholders effectively throughout projects.

This program is ideal for project managers working towards the Project Management Professional (PMP) designation and those who want to advance their careers in various project management fields.

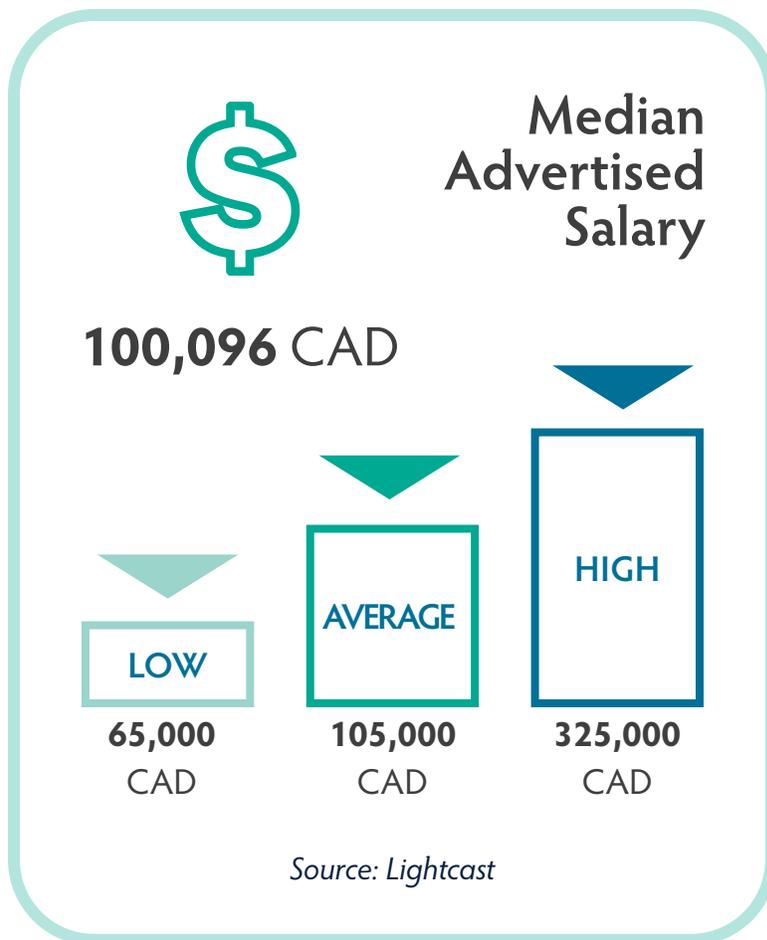
Courses in this certificate include:

- The Basics of Project Management
- Project Scope and Quality
- Fundamentals of Project Planning
- Working With Stakeholders
- Leading and Managing a Team
- Managing Risks on Projects
- Measuring and Reporting on Project Activity

Students who complete all Project Management courses will earn an advanced credit for Management and Supervision CESUPR200: Strategies for Managing Projects.



MacEwan
UNIVERSITY



PROFESSIONAL LIFE SKILLS

CORPORATE TRAINING ONLY



Many companies are focusing on employees' social and emotional skills. Acquiring professional life skills knowledge and tools through formal coursework helps individuals develop and transfer these skills to work and personal life.

Further developing life skills enable individuals to react to unexpected and complex situations mindfully, communicate efficiently, and build and maintain relationships with others successfully.

Professional life skills make individuals competent in navigating day-to-day life and contribute to a positive life.

- Business Manners and Etiquette
- Customer Service
- Time Management and Decision Making

COMPUTER TRAINING



Computer literacy is essential in today's high-tech world. Keyano's hands-on computer training in small class settings allows beginners to learn new digital skills comfortably. Improving computer skills helps users manage administrative tasks efficiently, professionally, and creatively.

- Do you want to create attractive documents such as children's birthday cards, event invitations, and greeting cards? - Microsoft Word offers many designs and functions to create outstanding documents. (corporate training only)

- Does your family budget and track expenditures? Do you own a business and want to track inventory and sales? – Microsoft Excel helps record numbers, analyze, and calculate them easily.
- Are you working in an office environment and want to know how to manage email, calendar, business contacts, and tasks in one application? Do you have distant family members you wish to send documents and pictures to? – Microsoft Outlook has many functions to promote a productive environment and help you stay connected with people wherever you are. (corporate training only)

SPANISH



Keyano College offers Spanish Level 1 to anyone age 16 and up. This beginner course focuses on conversational skills while developing reading and writing skills. Learn a new language today!

- Spanish Level 1 (16 years of age or older)



NCLEX PREPARATION

This self-paced online course is an all-in-one review of the information learners need to prepare to write the NG-NCLEX exam. The course includes helpful hints for writing the NCLEX and practice questions similar to what the learner will experience in the NCLEX exam.

Monthly intakes are available.

This course is ideal for domestic nursing students looking to prepare for the NCLEX exam.

Keyano's NCLEX Prep is competitively priced and has unlimited assessment access.



BRIDGE TO CANADIAN NURSING PROGRAM

INTERNATIONALLY EDUCATED NURSE PROGRAM FOR REGISTERED NURSES

The IENRN Program will help you “bridge” the differences between your previous nursing experience and the practice in Canada.

Courses in this program are offered in multiple cohorts throughout the year, and can be taken individually or all together.

Courses included in the program:

- Medical and Surgical Nursing
- Next Generation NCLEX Prep for IEN
- Maternity, Pediatric, and Public Health
- Foundational Pharmacology
- Essential Nursing Skills
- Cultural Competence and Indigenous Health
- Jurisprudence and Ethics

This program is ideal for Registered Nurses outside of Canada who wish to smoothly transition their world of knowledge to the workforce in Canada.



BASIC LIFE SUPPORT

The Basic Life Support Blended Delivery course focuses on building knowledge so you are confident and ready to perform high-quality CPR in a wide variety of settings.

Areas of focus include:

- Adult, child, and infant CPR and relief of choking
- 1-rescuer, 2-rescuer, and multi-rescuer team CPR
- Use of an AED
- Effective ventilations using a barrier device and bag-mask device
- Opioid associated emergencies
- Heart attack and Stroke, and Maternal cardiac arrest
- Anaphylaxis
- Drowning and other life-threatening emergencies

This course is ideal for those working or pursuing a career as a health care professional.



INTERMEDIATE FIRST AID AND CPR LEVEL C

This course meets Occupational Health & Safety (OHS) and Workplace First Aid (WFA) standards and complies with the Canadian Standards Association (CSA) Standard Z1210-17.

In this course, you will learn:

- Primary and Secondary Survey
- High-quality CPR for all age groups
- AED training (why, when, and how is it used?)
- Wound care
- Head, neck and spinal injuries
- Bone, muscle and joint injuries, and more

This course is ideal for individuals that require comprehensive information on First Aid and CPR for their workplace, school, or personal interest.



RBC CAREER TRANSITION PROGRAM



With six weeks of in-person classes and two weeks of volunteer placement, this program is designed to equip you with the skills and knowledge you will need to thrive in today's competitive job market or pursue further education.

Are you between 18 and 29, eligible to work in Canada and looking to take the next step towards a successful career? Apply today! Intakes in May and October 2024.

Upon completion, students will receive a **\$500 TUITION VOUCHER** that can be applied towards upcoming Continuing Education & Extended Studies courses, further enriching your learning journey.

Courses in this program include:

- Business Writing
- Cover Letter and Resume Writing
- Interview Skills
- Self-Leadership
- Career Opportunities, and lots more



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MICRO-CREDENTIALS

There are talent gaps in many industries, and this issue continues to grow. These short micro-credential courses are designed to allow learners to fill the gaps in a specific work skill or reskill for desired employability outcomes.

MICRO-CREDENTIALS ARE:

- Courses aligned with industries' needs
- Stackable
- Cost-effective
- Individualized education
- Continuous learning pathways

Keyano College's micro-credentials provide in-demand industry-specific skills that enhance employability in flexible learning experiences.

MICRO-CREDENTIALS ADVANTAGES:

- Better align programs with market needs
- Better engage employers
- Better market programs to students
- Better equip students to market themselves

CHILDHOOD STUDIES MICRO-CREDENTIALS

The Childhood Studies program offers micro-credentials for graduates of the Early Learning and Child Care (ELCC) Certificate. This program allows students to progress at their own pace, completing one or more courses per year.

- Exceptionality Specialization
- Communication Specialization
- School-Age Specialization
- Childhood Studies Best Practice

**The Childhood Studies Best Practice Badge is offered when students choose one course from each specialization section.*



CNC TABLE OPERATOR MICRO-CREDENTIALS:

- Safety and Material Handling
- Introduction to Welding and Construction tools
- Construction Math and Blueprints
- CAD/CAM for CNC Laser Cutter
- CNC Table Operator Project

DIGITAL LITERACY MICRO-CREDENTIALS:

Open Access Course. Begin the course today, FREE. Registration is not required to take the course.

Are you a professional, community member, student, or educator who is seeking to build your digital literacy skills? In today's digital age, the ability to navigate and thrive as an engaged digital citizen is essential.

This FREE 16-hour open access asynchronous micro-credential is designed to provide learners with a comprehensive understanding of the foundations of digital literacy, focusing on key aspects of evaluation, exploration, ethics, value, privacy, creation, and digital well-being. Whether learners are a novice or have some prior experience with technology, this course will equip learners with the necessary knowledge and skills to navigate the digital world responsibly and ethically.

Module 1 - Exploration & Evaluation
Module 2A - Creation & Dissemination
Module 2B - Ethics & Value
Module 3 - Identity & Privacy
Module 4 - Digital Well-Being
Capstone Learning Project



METAL TRADES



We offer a Welding Recertification Program at Keyano College. You can gain Canadian Welding Bureau (CWB) and Alberta Boilers Safety Association (ABSA) recertification through testing of structural and 'B' pressure welding, with access to a local examiner.

Fall, Winter and Spring intakes are available.



SAFETY TRAINING

Our courses equip students with the skills and knowledge necessary to work in an industrial environment and operate mobile equipment safely. We also offer a select number of Online Safety Training Certifications that are designed to train and certify employees with current and accredited information. Join us to advance your career with industry-relevant certifications that open doors to numerous opportunities in the field of industrial equipment and safety.



Mobile Equipment Certification

- Sit-Down Forklift
- Skid Steer
- Wheel Loader

Industrial Safety Certification

- Zoom Boom

Online Safety

- Occupational Health and Safety



POWER ENGINEERING

Keyano College offers Power Lab Courses and Preparatory Math for Power Engineers.

POWER LAB 40 HOUR COURSE

This is a one week program that will credit you with 40 of 200 hours required in the Power Lab 200 Hour Course. It is provided to students unable to commit to the full five weeks. This course is broken down into week 1, week 2, week 3, week 4 and week 5 and is required to complete over 12 months.

POWER LAB 200 HOUR COURSE

The Power Lab 200 Hour Course will help you acquire your 4th Class Power Engineering Certification if you have completed your Part A and B theory courses, but do not have the six-month stream experience needed to become certified. The course is offered as an interactive training lab. Once you have successfully completed the course, you will be eligible to write the Alberta Boilers Safety Association (ABSA) 4A and 4B exams to become certified.

Fall, Winter and Spring intakes are available for Power Lab courses.

PREPARATORY MATH COURSE

This course is recommended for individuals who are considering enrolling in any of the Power Engineering programs (Coop or CML). The course will cover the foundational math concepts necessary to support success in these program areas. It is suggested students have successfully completed either Math 20-1 or Math 20-2 prior to taking this course.

Fall and Winter intakes are available for the Preparatory Math course.



DRIVER AND OPERATOR TRAINING

DRIVER TRAINING

Keyano College offers a wide variety of Driver Training courses that are designed to train and certify employees with current and accredited information.

- Air Brakes "Q" Endorsement
- Class 3 Driver Training
- Mandatory Entry Level Training (MELT) Class 1 Driver Training



HAUL TRUCK OPERATOR

We offer a four-week Haul Truck Operator program, which provides you with the skills and training needed to safely operate a haul truck, based on manufacturers' recommendations and industry standards. The course is made up of theory-based training, computer module training, and practical simulations and exercises.

Monthly intakes are available for the Haul Truck Operator program.



HEAVY EQUIPMENT OPERATOR

This 8-week program is designed for students seeking entry level positions in the heavy equipment operator field. Student's complete computer-based training modules in combination with simulators for practical application. In addition, there will be equal time for

hands on in-field training on the equipment within the program. Students will have the opportunity to focus their skills on various pieces of equipment including wheeled loader, dozer, grader, excavator, and articulating truck.





CONTACT KEYANO

CONTINUING EDUCATION & EXTENDED STUDIES

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